



CLINICAL SUPERVISION VERIFICATION For LGSW and LISW

(Revised August 1, 2012)

■ INSTRUCTIONS TO COMPLETE THIS FORM ■

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK AND KEEP ALL PAGES OF THIS FORM TOGETHER.

1. Each of your supervisor(s) must complete and submit a separate form. This form may be duplicated.
2. Attach a job description to this form, which corresponds to the position being documented, if not previously submitted.
3. Complete page 1. Then submit the **entire form** to your supervisor for completion of pages 2, 3, and 4. Your supervisor must submit all pages of this form directly to the Board.

Please Note: This form will be reviewed at time of renewal or when applying for a different license.

■ LICENSEE/APPLICANT INFORMATION ■

(Applicant/licensee must complete this section.)

■ **CIRCLE THE APPLICATION FORM THAT YOU ARE SUBMITTING WITH THIS SUPERVISION VERIFICATION FORM:**

■ **LICENSURE APPLICATION**

■ **LICENSURE RENEWAL**

■ **NOT SUBMITTED WITH AN APPLICATION or RENEWAL**

■ **HAVE YOU PREVIOUSLY SUBMITTED A SUPERVISION PLAN FOR THE SUPERVISED PRACTICE REPORTED ON THIS FORM? (circle)**

■ **YES**

■ **NO**

LICENSE NUMBER:

CURRENT LICENSE HELD:
(circle)

LGSW clinical scope

LISW clinical scope

LAST NAME: (as it appears on license card)

FIRST NAME:

MIDDLE NAME:

MAILING ADDRESS: (NEW? circle: YES NO)

EMAIL ADDRESS:

CITY:

COUNTY:

STATE:

ZIP CODE:

DAYTIME PUBLIC TELEPHONE:

FAX:

■ LICENSEE/APPLICANT POSITION INFORMATION SUBMITTED ■

AGENCY/EMPLOYER NAME FOR POSITION REPORTED ON THIS FORM (may be different from current employment):

AGENCY ADDRESS:

CITY:

COUNTY:

STATE:

ZIP CODE:

LICENSEE/APPLICANT'S POSITION TITLE:

■ RECORD FULL-TIME & PART-TIME PRACTICE DATES & NUMBER OF PART-TIME HOURS PER WEEK FOR THE POSITION REPORTED ■

■ **FULL-TIME** ■

FROM: (mo/yr)

TO: (mo/yr)

■ **PART-TIME** ■

FROM: (mo/yr)

TO: (mo/yr)

NUMBER OF HOURS
PER WEEK:

▪ SUPERVISOR SECTION ▪ INSTRUCTIONS FOR SUPERVISOR ▪

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK AND KEEP ALL PAGES OF THIS FORM TOGETHER.

All Supervisors:

1. Complete pages 2, 3, and 4.
2. Review the attached position description, if applicable.
3. Submit all pages of this form directly to the Board office at the address listed on the form.
4. Attach the **Detailed Description of Clinical Social Work Practice** to this form (instructions on page 4).

▪ SUPERVISOR INFORMATION ▪

(Supervisor must complete this section.)

| | | | | |
|--|---------------|---|-------------------------------|----------------------------|
| LAST NAME: | | FIRST NAME: | | MIDDLE NAME: |
| MAILING ADDRESS: | | | | |
| CITY: | | STATE: | ZIP CODE: | |
| HIGHEST DEGREE: | MAJOR: | DATE DEGREE CONFERRED: | COLLEGE OR UNIVERSITY: | |
| SOCIAL WORK LICENSE NUMBER: | LICENSE HELD: | STATE:(if other than MN, attach copy of current license if not submitted with Supervision Plan) | | EFFECTIVE DATE OF LICENSE: |
| OTHER BOARD LICENSE NUMBER:: (attach copy of current license if not submitted with Supervision Plan) | | LICENSE HELD: | STATE: | EFFECTIVE DATE OF LICENSE: |
| PRESENT EMPLOYER: | | | TITLE AT TIME OF SUPERVISION: | |
| ADDRESS: | | | SUPERVISOR EMAIL: | |
| CITY: | STATE: | ZIP CODE | DAYTIME PUBLIC TELEPHONE: | |

▪ SUPERVISOR'S REPORT OF SUPERVISION PROVIDED PRIOR TO AUGUST 1, 2011▪

| | | |
|---|---------------|-------------|
| Dates of Supervision: | FROM: (mo/yr) | TO: (mo/yr) |
| List <u>average number of hours per month</u> for each type of supervision provided below: | | |
| <input type="checkbox"/> In-person one-on-one supervision: _____ <input type="checkbox"/> In-person group supervision: _____ <input type="checkbox"/> Electronic supervision: _____ <input type="checkbox"/> Number in group, excluding supervisor(s): _____ | | |
| NOTE: <ul style="list-style-type: none"> • At least ½ of the supervision must be in-person one-on-one supervision. • In-person group supervision may not exceed more than ½ of the required hours. • Electronic supervision may not exceed more than 1/3 of the required hours. • Group supervision may not exceed 7 members, including licensed social work supervisor. | | |

▪ SUPERVISOR'S REPORT OF SUPERVISION PROVIDED ON OR AFTER AUGUST 1, 2011▪

| | | |
|---|---------------|---|
| Dates of Supervision: | FROM: (mo/yr) | TO: (mo/yr) |
| For the dates listed above, provide the following: | | |
| Total number of practice hours for which supervision was provided _____ | | Total number of "direct clinical client contact" hours _____ |
| For the dates listed above, provide details of the <u>total number</u> of supervision hours reported: | | |
| ▪ Mandatory One-on-One Supervision Hours (50% required) | | ▪ Other Types of Supervision Permitted (no more than 50% allowed) |
| ▪ Total In-Person hrs _____ (minimum 25%) | | ▪ Total One-on-One telephone hrs _____ |
| ▪ Total Eye-to-Eye electronic media hrs _____ | | ▪ Total Group hrs _____ |
| NOTE: <ul style="list-style-type: none"> • "Direct clinical client contact" is required if clinical supervised practice began on or after August 1, 2011. • Group supervision is limited to six supervisees, and may include in-person, telephone, or eye-to-eye electronic media. • Supervision must not be provided by email. | | |

LICENSEE/APPLICANT NAME & LICENSE NUMBER: _____

| RECOMMENDATION/CERTIFICATION BY THE SUPERVISOR (Supervisor must complete this section by circling response.) | | |
|---|----|---|
| Yes | No | (If applicable) I am a supervisor licensed as an LICSW in Minnesota. I have completed a one-time requirement of 30 hours of training in supervision and understand this information will be available to the public at the Board's website. |
| Yes | No | If you signed a Supervision Plan for the licensee/applicant, do you affirm that the supervision provided for the position documented within this form was carried out as described previously in the Supervision Plan considered and approved by the Board? |
| Yes | No | Is the position description which the licensee/applicant has attached (if applicable) to this form an accurate reflection of the licensee/applicant's practice? If not, please attach an explanation. |
| Yes | No | Do you attest that the supervisee has <u>not engaged</u> in conduct in violation of the Standards of Practice specified in the Board's Statute, Chapter 148E.195 to 148E.240? |
| Yes | No | Do you attest that the supervisee has practiced competently and ethically in accordance with professional social work knowledge, skills, and values? If not, please attach an explanation. |
| Yes | No | Do you affirm that the content of the supervision has included clinical practice? |
| Yes | No | Do you affirm that the content of the supervision has included: |
| Yes | No | 1. development of professional social work knowledge, skills, and values |
| Yes | No | 2. practice methods |
| Yes | No | 3. authorized scope of practice |
| Yes | No | 4. ensuring continuing competence |
| Yes | No | 5. ethical standards of practice |
| Affirmation: I hereby affirm that I directly supervised the named licensee/applicant and affirm that the supervisee has met the applicable supervised practice requirements. I also affirm that the information I have provided is true and correct to the best of my knowledge. I understand that this information will be used to evaluate the supervisee's compliance with requirements for licensure as a social worker. | | |
| SUPERVISOR NAME: <i>(please print)</i> | | LICENSE HELD & LICENSE NUMBER: |
| SUPERVISOR SIGNATURE: | | DATE: |

Classification of Data: Information which you and your supervisor provide on this form is classified as private data prior to licensure and is accessible only to you, Board members and staff, the Board's legal counsel, and persons whom you designate. When your application is approved, the information provided on this form and all other information related to your supervision verification will be classified as public data. Public data is available to any person upon request. The purpose and intended use of this information is to enable the Board to determine whether the documented supervised practice meets statutory requirements for licensure. You are not legally required to provide this information, but the Board will not be able to take action without this information.

SUPERVISOR: PLEASE RETURN THE ORIGINAL FORM DIRECTLY TO THE BOARD OFFICE ADDRESS LISTED ON THE TOP OF THE FIRST PAGE. PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS.

LICENSEE/APPLICANT NAME & LICENSE NUMBER: _____

▪ SUPERVISOR REPORT OF CLINICAL SOCIAL WORK PRACTICE ▪
(Only supervisors reporting *Clinical Social Work Practice* complete this section.)

▪ INSTRUCTIONS FOR DETAILED DESCRIPTION OF *CLINICAL* SOCIAL WORK PRACTICE ATTACHMENT ▪

Minnesota Statutes, Chapter 148E.010, subdivision 6: "Clinical practice" means applying professional social work knowledge, skills, and values in the differential diagnosis and treatment of psychosocial function, disability, or impairment, including addictions and emotional, mental, and behavioral disorders. Treatment includes a plan based on a differential diagnosis. Treatment may include, but is not limited to, the provision of psychotherapy to individuals, couples, families, and groups.

Clinical supervisors must verify *clinical* social work practice by attaching a completed **Detailed Description of Clinical Social Work Practice** for the licensee/applicant which must be signed by all supervisors. If the supervisor(s) have already submitted a signed **Detailed Description of Clinical Social Work Practice** for this position, a duplicate description is not required. Please note that it is important to be as specific and thorough as possible. A reference to the attached position description will not be sufficient.

Please attach a typewritten narrative signed by your supervisors which describes each of the following elements:

1. Client population and the range of presenting issues/diagnoses
2. Clinical modalities commonly utilized
3. Diagnostic process, including:
 - a) process utilized for determining clinical diagnoses,
 - b) diagnostic instruments used, and
 - c) role of the licensee/applicant in the diagnostic process.

▪ RECOMMENDATION/CERTIFICATION BY THE SUPERVISOR OF CLINICAL PRACTICE ▪

| | | |
|---|----|--|
| Yes | No | I affirm that the licensee/applicant has practiced <i>clinical</i> social work and has demonstrated skill through practice experience in the differential diagnosis and treatment of psychosocial function, disability, or impairment, including addictions and emotional, mental, and behavioral disorders. |
| Yes | No | I affirm that the attached Detailed Description of Clinical Social Work Practice accurately reflects the licensee/applicant's scope of practice. |
| Yes | No | A Detailed Description of Clinical Social Work Practice for this position signed by this supervisor is not being submitted with this form because it has been submitted with previous supervision documents. |
| Yes | No | (If applicable) I am a clinical supervisor licensed as an LICSW in Minnesota, and I have completed at least 2000 hours of experience in authorized social work practice, including 1000 hours of experience in clinical practice, after obtaining my LICSW license. I understand this information will be available to the public at the Board's website. |
| Yes | No | (If applicable) I am an alternate supervisor, and I am a currently licensed mental health professional qualified to provide supervision according to my licensing board. |
| SUPERVISOR NAME: <i>(please print)</i> | | SUPERVISOR LICENSE HELD & LICENSE NUMBER: |
| SUPERVISOR SIGNATURE: | | DATE: |
| NAME OF LICENSEE/APPLICANT SUBMITTED FOR: | | LICENSEE/APPLICANT LICENSE NUMBER: |

SUPERVISOR: PLEASE RETURN THE ORIGINAL FORM DIRECTLY TO THE BOARD OFFICE ADDRESS LISTED ON THE TOP OF THE FIRST PAGE. PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS.

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